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FNS INST 113-2 Approval Date: 3/93 Nebraska Health & Human Services NEBRASKA WIC PROGRAM <u>Procedure Title</u>: Interagency

Agreements

### Purpose

Provide guidance identifying which State Agencies' interagency agreements may be made, what information may be released, and how clients are notified of such agreements.

## Agencies Who Agreements May Be Made With

Public organizations which administer health or welfare programs that serve persons categorically eligible for the WIC Program are the only organizations where such agreements may be made.

### **Written Agreements**

The State Agency is required to execute a written agreement with any agency where information may be exchanged. Each agreement will:

- specify that the receiving organization will use WIC Program information for the purpose of determining eligibility for programs it administers or for conducting outreach to WIC applicants/clients.
- specify the purposes of the disclosure
- contain the receiving agency's assurance that it will not, in turn, disclose the information to a third party

# Client Notification of Agreements

When such interagency agreements are in effect, applicants and clients must be informed of this potential disclosure at certification. The Nebraska WIC Program will include a statement as part of the Rights and Responsibilities area of the Certification Signature form which indicates that WIC information may be shared with designated health and welfare programs and for what purposes.

## Situations Where Agreements Are Necessary

Such agreements would apply to, but are not limited to, the following situations:

- Provision of a listing of WIC participants to another agency for the purposes of referral or outreach.
- Integrated computer systems.